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DCI

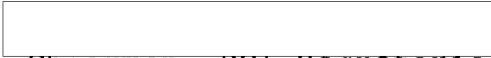
MAG

Secretarial/Clerical

10 October 1989

MEMORANDUM FOR: Director of Central Intelligence

THROUGH: Deputy Director of Central Intelligence

FROM: 
Chairman, DCI Secretarial/Clerical MAG

SUBJECT: Amendment of Charter

REFERENCE: DCI S/C MAG Charter (As Amended), April 1979

1. Action Requested: Approval of the amendment to the DCI Secretarial/Clerical MAG charter.

2. Background: The DCI Secretarial/Clerical Management Advisory Group (MAG) was established in December 1977 by the authority of the Director of Central Intelligence to address secretarial/clerical issues. In April 1979, the charter was amended.

3. As the group has evolved and because of the creation of the Intelligence Secretary (IS) System, the MAG has found itself addressing strictly secretarial issues. Clericals are a very diverse group including couriers, telephone operators, and receptionists. In addition, one of the major functions of the MAG is the management of the Secretary of the Year awards. Therefore, we conclude that our title and charter should be amended to reflect the MAG's change in focus from secretarial and clerical issues to secretarial issues only. Other revisions are:

- a. Changing the term of E Career Service to DCI Area;
- b. Adding an option to renew membership for one year as opposed to serving only one year;



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B-614-IR

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c. Electing a Vice Chairman and two secretaries (corresponding and recording) and eliminating the Publicity Officer position;

d. Meeting monthly or on an ad hoc basis upon the request of the chairman or members; and

e. Changing the submission of reports to the DCI and DDCI from semi-annual to annual.


4. Recommendation: That you approve the charter amendment for the DCI Secretarial/Clerical MAG as shown on the attachment. We request this approval as soon as possible because nominations for the Secretary of the Year are due in January 1990 and require early preparation reflecting the new MAG title.

STAT

Attachment: a/s
Proposed Charter

CONCUR:

STAT


Deputy Director of Central Intelligence

12 OCT 1989

Date

APPROVED:

/s/ William H. Webster
Director of Central Intelligence

01 NOV 1989

Date

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